

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any Position replaced)		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Bethesda, Maryland	5. Duty Station Bethesda Rockville, MD	1. Agency Position No. 02-03-72
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to 1A Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>	
13. Competitive Level Code Q31		14. Agency Use			
15. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code
a. Office of Personnel Management					
b. Department, Agency or Establishment					
c. Second Level Review					
d. First Level Review		Administrative Technician		GS	303
e. Recommended by Supervisor or Initiating Office		Administrative Technician		GS	303
16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacancy, specify)		Grade	Initials

18. Department, Agency, or Establishment  
Department of Health and Human Servicesa. First Subdivision  
National Institutes of Healthb. Second Subdivision  
National Cancer Institutec. Third Subdivision  
Office of the Directord. Fourth Subdivision  
Office of Management

e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Elizabeth Greene, Acting Assoc Dir for Admin Ops, OM

Signature \_\_\_\_\_ Date 5/28/03

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Signature \_\_\_\_\_ Date 6/24/03

22. Position Classification Standards Used in Classifying/Grading Position  
Grade level Guide for Clerical + Assistance Work, TS-91, dtd 6/89; Opc Automation Grade Evaluation Guide, dtd 11/90

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

\*Low Risk Public Trust Position/Security Access0/NACI required.

BUS: 7777

25. Description of Major Duties and Responsibilities (See Attached)

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U.S. Office of Personnel Management  
FPM Chapter 295



## Position Description

Administrative Technician (Office Automation); GS-303-7

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### **I. INTRODUCTION**

This position is located in an Administrative Resource Center (ARC) providing support to one or more areas of the National Cancer Institute (NCI). The ARCs are comprised of professional, technical and clerical support staff providing the full range of administrative services to assigned research labs or support offices. Services provided include finance and budget, personnel management, procurement, information resource management, contracts management, space and facilities management, and other functions related to the general administration of the Lab, Branch, or Office.

The incumbent serves as an Administrative Technician and provides specialized technical support to the Administrative Officer for an assigned area(s).

This position description outlines the major duties of a large number of positions. Depending upon the office to which assigned, the incumbent may perform additional tasks, but they are not grade controlling.

### **II. MAJOR DUTIES**

Performs specialized technical support services relating to a broad range of administrative functions which may include budget and financial management, procurement, personnel, contracts, property management, space management, travel, training, etc. The incumbent may perform any combination of the following or comparable duties.

#### **Budget and Financial Management**

Maintains and monitors budget and fiscal control records used by the Administrative Officer for administrative management purposes, including periodic summary and analysis of funds, committed and obligated in connection with program expenditures. Assists in the preparation of budgetary reports, by compiling necessary data from financial documents and systems and making comparisons between accounting summaries and internal records on status of funds. As required, translates budget data into prescribed budget formats to be used by the Administrative Officer for budget formulation purposes. Assists in developing budget estimates by furnishing data from prior year reports and compiling required information.

Responsible for monitoring VSOF downloads for obligations and reporting to the Administrative Officer outstanding obligations and documents for inclusion in budgetary reports. Ensures that funds are committed in a timely manner, and that all documents committed are obligated. Follows through on errors or discrepancies in the accounting reports.

#### **Human Resources**

Serves as central point for receipt and processing of personnel actions and documents for the assigned area(s). Performs the initial review of personnel actions for proper documentation and



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compliance with policies and procedures and for completeness prior to submission to the Administrative Officer for review and approval. Advises staff on a wide variety of personnel matters, including the proper mechanism and appropriate documentation for appointments, transfers, promotions, and terminations/resignations in the various appointment mechanisms used at the NCI. Responsible for the development and maintenance of personnel forecast and tracking systems which monitor the expiration dates of time-limited appointments and alerts the program staff to required actions. Performs a variety of tasks related to the administration of the Employee Performance Management Plans, e.g., reviews plans for completeness and to make sure necessary signatures are obtained.

#### Contracts

Serves as a primary contact for the initiation and preparation of contracts and in the monitoring of fiscal documentation. Prepares and reviews documentation to check for completeness and accuracy prior to forwarding to the procurement staff. Prepares Memorandum of Understanding after contract terms have been negotiated by administrative staff and prepares obligation and disbursement documents.

#### Space Management

Prepares space reports, charts and updates NIH and NCI master files quarterly, and coordinates with Program personnel any changes needed.

#### Travel

Reviews program travel orders and vouchers for accuracy, availability of funds, and compliance with NIH regulations and Division policy prior to submission to the Administrative Officer for approval. Checks the status of outstanding vouchers and brings them to the attention of program staff. Resolves questions or problems and advises the clerical staff on appropriate methods for preparing travel orders and travel vouchers.

#### Training

Reviews training documents for accuracy and for the availability of funds. Resolves questions or problems and advises the clerical staff on training policy and the NIHITS system.

#### Other Administrative Duties

In addition to the incumbent's responsibilities regarding the above functional areas, serves as a focal point in the program area for a number of other activities and reports. This involves reviewing documents for accuracy, monitoring expenditures, and providing reports to the Administrative Officer. Provides guidance, assistance, and resolution of problems and questions which arise in these areas.

Types a variety of correspondence and reports such as detailed financial tables, personnel reports, work requests, memoranda, market requisitions for extramural funding and related data.

Performs other related duties as assigned.

### **III. FES FACTORS**

#### **1. Knowledge Required by the Position**

Detailed knowledge of the major program areas and organization of the Division to which providing service. Understanding of the role of the Administrative Resource Center to facilitate accomplishing the mission, goals, and objectives of the Programs within the allocated budget.

Knowledge of NIH and NCI accounting and budget systems and processes to prepare budget reports, forecasts, and monitor expenditures.

Knowledge of OPM, DHHS, NIH and NCI human resource and training policies and procedures for civilian and Commissioned Corps personnel, in order to review actions and provide advice and assistance.

Knowledge of DHHS, NIH, and NCI travel regulations and policies and procedures for both foreign and domestic travel.

Knowledge of computers and the various administrative applications used by the Administrative Resource Centers.

#### **2. Supervisory Controls**

Works under the general supervision of the Administrative Officer. The supervisor makes assignments in terms of objectives, priorities, and deadlines. The incumbent works independently, in accordance with accepted practices, resolving most problems as they arise. Completed work is reviewed for appropriateness and conformance to policy.

#### **3. Guidelines**

Work is performed in accordance with established policies and procedures, agency manuals, travel and transportation regulations, NIH/NCI policies and procedures and office directives. These guides are general and descriptive of intent but do not cover all aspects of the assignments. The incumbent exercises judgment in the selection, interpretation, and applicability of the regulations for particular situations. When guidelines do not apply, or change, the incumbent applies general principles to specific situations and adapts or improvises procedures to accommodate unusual or one-of-a-kind situations.



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4. Complexity

The work involves different and unrelated processes and methods which may include the functional areas of budget and financial management, contracts, travel, space management, personnel, training, timekeeping, and a variety of additional miscellaneous functions. The incumbent identifies problems within specific areas of responsibility, explores alternatives, and decides on the best solution for resolving the problems. The work requires identification of the type of transactions and relationships among many different types to assure that proper procedures are followed and all transactions are properly recorded for further processing.

5. Scope and Effect

The purpose of the work is to provide technical support to the Administrative Officer, other ARC staff, and Program employees. The results of the work directly affect a wide range of the Lab/Branch/Office activities.

6. Personal Contacts

The incumbent has regular telephone and personal contacts with a variety of NIH and NCI operating components, representatives from private industry contracting firms, business representatives, university officials, officials of other government agencies and outside organizations.

7. Purpose of the Contacts

Contacts are made to obtain and relay information on policies and procedures, verify status of personnel, travel and related administrative actions and to resolve problems in these areas.

8. Physical Demands

The work is primarily sedentary, requiring some walking, stooping, bending and carrying light objects.

9. Work Environment

The work is performed in a typical office setting.